



*IOWA – EIP Assessment  
Implementation and Migration  
Desktop Lifecycle Standards  
Weekly Status Report*

---

**Weekly Status Report**

Submitted by: **Tony Falbo**

Week Ending: **December 17, 2004**

---

**PROJECT STATUS**

**Overall Project Status Level**

**Green**

---

**ACTIVITIES PERFORMED DURING THE PERIOD**

- Conduct project implementation workshops
  - Week 2 “flesh out” activities, considering:*
    - Risk
    - Prioritize activities
    - Implications
    - Event horizon
    - Culture
    - Implementation cost

#	Initiative	Chair	Facilitator	Alternate
7	Desktop Std.	George	Falbo	Carter

- Write team mission
- Identify key activities required to implement the recommendation
- Wrap-up with next steps

---

**PROBLEMS, CONCERNS AND RECOMMENDATIONS**

1. No problems or concerns for initiative #7 at this time.

---

**ACTIVITIES SCHEDULED FOR NEXT WEEK**

*Week 3- Activities:*

- Review Activity Sheets for accuracy
- Review timeline for consensus



*IOWA – EIP Assessment  
Implementation and Migration  
Desktop Lifecycle Standards  
Weekly Status Report*

- Share preliminary draft for feedback
- Incorporate changes to create working draft

**Lifecycle Management—Tony Falbo, Facilitator/Bill George, Chair**

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
X	Team Mission Statement		12/9/04	
X	Weekly Status Report		12/9/04	
<input type="checkbox"/>	Develop Risk Assessment		12/23/04	
X	Define Barriers and Issues		12/16/04	
<input type="checkbox"/>	Conduct Risk Assessment		12/21/04	
X	Prioritize Risk		12/16/04	
<input type="checkbox"/>	Define Mitigation Plan		12/21/04	
X	Develop Project Plan		12/23/04	
<input type="checkbox"/>	Work plan with realistic timeframes for implementation		12/21/04	
<input type="checkbox"/>	Implementation costs by fiscal year		12/21/04	
<input type="checkbox"/>	Budget Process guidelines		12/16/04	
<input type="checkbox"/>	Process maps and control points		12/21/04	
N/A	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
<input type="checkbox"/>	Resources to implement consolidation/on-going needs		12/21/04	
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)		12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation		12/21/04	
<input type="checkbox"/>	Cultural Considerations		TBD	
<input type="checkbox"/>	Define barriers and issues		TBD	



*IOWA – EIP Assessment  
Implementation and Migration  
Desktop Lifecycle Standards  
Weekly Status Report*

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
<input type="checkbox"/>	Communications Plan		TBD	
<input type="checkbox"/>	Staffing Plan		TBD	
<input type="checkbox"/>	State Code Changes		TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
X	Define Key Activities		12/9/04	
X	Define Event Horizons		12/16/04	
X	Define Milestones and Expected Outputs		12/16/04	
<input type="checkbox"/>	Define Implementation Cost Elements		12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	